

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

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GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
November 21-25, 2016**

MONDAY, NOVEMBER 21, 2016

*2:30 pm Solid Waste Board

Port & Resource Recovery
2561 S. Broadway

*3:30 pm Housing Authority

Room 604, City Hall
100 N. Jefferson Street

TUESDAY, NOVEMBER 22, 2016

(No Meetings)

WEDNESDAY, NOVEMBER 23, 2016

(No Meetings)

THURSDAY, NOVEMBER 24, 2016

HAPPY THANKSGIVING



FRIDAY, NOVEMBER 25, 2016

(No Meetings)

County Board Office Closed

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PUBLIC NOTICE
BROWN COUNTY SOLID WASTE BOARD
Monday, November 21th – 2:30 pm
Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda – *Request for Approval*
4. Approval/Modification – September 12th, 2016 Meeting Minutes – *Request for Approval*
5. Announcements/Communications
6. Request for Funding Farmery Acquisition of Oklin Food Composting Machine – *Request For Action*
7. South Landfill Leachate Management Analysis – *Request For Approval*
8. Public Communication Plan – *Request For Approval*
9. MRF Space Leasing Terms – *Request For Approval*
10. West Landfill Groundwater Results – *Update*
11. Great American Disposal Contract Extension Request – *Update*
12. BOW Audit - *Update*
13. 973 Haven Place – *Update*
14. 2017 Budget – *Update*
15. Director's Report

16. Such other Matters as Authorized by Law

17. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, November 21, 2016, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 17, 2016, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from HUD dated November 14, 2016, regarding Project Based VASH Vouchers.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

4. Consideration with possible action regarding the suggestion from a member of the public that contact information for BCHA Commissioners be available online.
5. Discussion and approval of use of additional administrative fees due to increased proration.

NEW BUSINESS:

6. Consideration with possible action regarding ICS budget.
7. Consideration with possible action regarding BCHA budget and Resolution No. 16-02.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA bills.
9. Consideration with possible action on acceptance of BCHA financial report.
10. Consideration with possible action regarding BCHA investments.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

11. Update regarding Request for Proposals for Project Based VASH Vouchers.
12. Status of outstanding BCHA loans to be re-recorded.
13. Review of Assess Your PHA section of Lead the Way training.
14. WAHA's Commissioner's Handbook available.
15. Date of next meeting: December 19, 2016, if needed, or may be cancelled.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made



NOVEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Special Exec 8:45 am Board of Sup Budget Mtg	3	4	5
6 	7	8 	9	10	11 	12
13	14 Veto Session 6 pm	15 Veterans Rec. Subcmte 4:30 pm	16 Human Svc 5:30 pm (NO COUNTY BOARD MEETING THIS DAY)	17 Ed & Rec 5:30 pm @Museum	18	19
20	21	22	23	24 County Board Office Closed	25 County Board Office Closed	26
27	28 Land Con 6:00 pm PD&T 6:15 pm	29	30 Mental Health Ad Hoc 12:30 pm Board of Sup Special Mtg 6:00 pm			

BROWN COUNTY COMMITTEE MINUTES

- Harbor Commission (September 12, 2016)
- Housing Authority (October 17, 2016)
- Human Services Board (November 10, 2016)
- Neville Public Museum Governing Board (November 14, 2016)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, September 12th, 2016**
Port & Resource Recovery Department | 2561 S. Broadway, Green Bay, WI 54302

1) The meeting was officially called to order by President Tom Klimek at 10:31 am.

2) Roll Call:

Present: President Tom Klimek
Commissioner Tim Feldhausen
Commissioner Bernie Erickson
Commissioner Hank Wallace
Commissioner Peter Zaehring

Excused: Vice President Bryan Hyska
Commissioner Ron Antonneau
Commissioner Ngosong Fonkem
Commissioner Mike Vizer

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Shelby Schraufnagel, Brown County P&RR
Troy Gawronski, Foth
Mark Metcalf, WEC
Karl Mueller, GLC Minerals
Jim & Sylvia Graefe, Residents
Mark Rahmlow, Fox Cities Chamber of Commerce

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.

4) Approval/Modification – Meeting Minutes of July 18th, 2016 – *Request for Approval*

A motion to approve the minutes of July 18th, 2016 was made by Bernie Erikson and seconded by Peter Zaehring. Unanimously approved.

5) Announcements/Communication

Customer Appreciation Day will be held September 13th at the Transfer Station and September 14th at the Recycling Transfer Station, customers and stakeholders are invited.

6) Fox River Environmental Clean-Up Project – Public Comments/Update on Standing Item

The project is as far as the Main St. Bridge. Mr. Gawronski noted that originally the Project was to take until 2017; some work may take until 2018 to complete.

7) Property Acquisition Plan – Request for Approval

Mr. Haen, Mr. Walter, Commissioner Ngosong and Commissioner Wallace have all put together a property acquisition plan. This plan is intended to be a tool for the current and future Harbor Commissions; it provides a clear direction and criteria when properties become available.

A description of each property that the Department would be interested in purchasing is included; including dockwall, depth of water and rail access.

Upon Harbor Commission approval this will be taken to PD&T for approval. It will then become a living document and tool for the Harbor Commission to use when a property becomes available.

A motion to approve the Property Acquisition Plan was made by Bernie Erikson and seconded by Tim Feldhausen. Approved Unanimously.

8) 2017 Smart Goals – Request for Approval

Smart Goals are a part of the Annual Report each year. These are one-time goals that staff sets to reach each year. The 2017 Smart Goals include what has not been finished in 2016 as well as new goals staff has set for the up-coming year. The 2017 goals include: Research potential to barge containers to and from Cleveland's northern Europe liner service; Close-out Cat Island Restoration Project; Advance Renard Island End-Use Plans; Conduct economic impact study of the Port of Green Bay; Work with RGL Holdings and Suzano Pulp and Paper as new terminal operator in Green Bay; Lease 36 acres of Bay Port property; and, Pursue beneficial reuse of Cat Island sand and Bay Port top soil.

The Harbor Commission was asked to bring forward any additional goals they felt staff should work towards.

A motion to approve the 2017 Smart Goals was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

9) 2016 Smart Goals – Update

The status of the 2016 Smart Goals are as follows: Research Wisconsin manufacturers and determine potential to export commodities from the Port of Green Bay is in-progress; Research potential to barge containers to and from Cleveland's northern Europe liner service is in-progress, contacts have been made with shippers and logistic companies and right now there is limited interest; Market Bylsby property for port-related purposes is completed; additional

acreage was leased to GLC Minerals; Cat Island Restoration Project Close-Out is in-progress; Pursue beneficial reuse of Cat Island sand and Bay Port top soil is in-progress; Develop port property acquisition strategy is in-progress and will be completed upon PD&T approval; and, Conduct economic impact study on the Port of Green Bay is deferred.

10) Short-term Lease Efforts for the Hurlbut Property – Request for Approval

In 2007 the Department acquired property to expand Bayport; what is currently the City's west side compost facility. It was guaranteed that the City could use the property at no charge for ten years (through February 2017). Due to beneficial reuse of dredged material as part of the closure of Renard Island, the Department does not need this property for at least three to five years and should explore opportunities to lease the property, first to the City and secondly to others. Mr. Haen reached out to the City asking if they were interested in leasing the property for another three years at \$500/acre per month, the same rate as what Bylsby is being leased for. The City indicated that they are not interested in paying that amount, but did not return a counter offer. Commissioner Erickson will contact the City about a counter offer.

A motion to hold the Short-term Lease Efforts for the Hurlbut Property for 30 days was made by Bernie Erickson and seconded by Tim Feldhausen. Unanimously approved.

11) 2017 Budget – Update

After meetings with the Executive and Finance there were no changes made to the budget as approved by the Harbor Commission. The Executive will put together the Executive Budget for PD&T approval in October and County Board approval in November.

The Statement of Funds was not ready in the budget packet that was provided to the Harbor Commission in July; it is included now. This statement of funds shows activity; the Port will increase \$100,000 in value.

12) Harbor Assistance Grant Application – Update

Mr. Walter had about a week to put together the application in August. Senator Robert Cowles, Representative Eric Genrich, Peter Zaehring from the Chamber and Kevin Vonck from the city of Green Bay all wrote letters of support for the project. (Additionally, Congressman Reid Ribble wrote a letter of support that was not available at the time of the Commission meeting.)

On December 5th there will be a committee review meeting in Madison. The Fox River Clean-Up Project is paying for RGL Holdings dockwall repair. The grant application would be for enhancements to the property, including; crane pads, enhancements to extend the railroad track to the dock. These improvements would make this a multi-use, multi-function port property with warehousing, direct access to rail, a deep slip and could be used for bulk and/or breakbulk cargo.

Commissioner Zaehring asked if there is a panel that listens to local communities. Mr. Haen answered that a complete application has to be submitted and pass a cost/benefit analysis. The Advisory Council is a five member council that consists of people from WEDC, DOT, and state government.

RGL Holdings paid the Department to assist with the grant application. If they are awarded the grant they may pay the Department to do project management for implementing these changes.

Commissioner Wallace asked for the list of committee members who will be reviewing the applications as the Commissioners may be able to help.

13) Tallship Festival Recap – Update

The Tallship Festival had a 20% increase from the 2013 event with 70% of visitors came from 20+ miles away.

14) Wisconsin Commercial Ports Association Annual Meeting Recap – Update

The Wisconsin Commercial Ports Association Annual meeting was held at the Port of La Crosse this year. The meeting was well attended. From this meeting Mr. Haen has preemptively reached out to state legislators regarding future funding of the Harbor Assistance Program with the Governor's Budget coming out in spring. Other initiatives include; CFIRE working on a State Port Development Plan, Phase II and the state DOT is working on a Freight Plan.

15) Final Accounting for the Cat Island Project – Update

There has not been any resolution made with the Army Corps of Engineers. Both parties agree with their stated positions. Commissioner Feldhausen recommends the County respond to the Corps. Mr. Haen will be meeting with Corporation Counsel and the County Executive to strategize a response and position going forward regarding the \$407,000 excess In-Kind Contribution made by the County by a project managed by the Corps.

16) Director's Report – Update

The 217 Agreement requirement of a 5-year audit is being conducted by Schenck and Associates. All 217 Agreement revenues and expenses will be reviewed and tipping fee set for the remaining five years of the original agreement.

Upcoming meetings include a meeting in Madison for the Governor with representatives, ship builders, ports, terminal operators, carriers, and St. Lawrence Seaway representatives on September 27th and 28th. The Great Lakes Commission meeting in Toronto will take place on October 5th and 6th; topics include crude oil and the Great Lakes Commission role in fulfilling some of the obligations of Governors Maritime Strategy. Also in October the Wisconsin Freight Advisory Council and the Governors Freight Council will be in Wausau.

17) Audit of Bills – Request for Approval

A motion to approve the Audit of Bills was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.

18) Tonnage Report – Request for Approval

A motion to approve the Tonnage Report was made by Hank Wallace and seconded by Peter Zaehring. Unanimously approved.

19) Such Other Matters as Authorized by Law

There were no other matters as authorized by law.

20) Adjourn

A motion to adjourn the Harbor Commission meeting at 11:42 am was made by Peter Zaehringer and seconded by Tim Feldhausen. Unanimously approved.

Tom Klimek, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 17, 2016, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Ann Hartman – Chair, Sup. Andy Nicholson– Vice-Chair (arrived at 3:38 pm), and Corday Goddard

MEMBERS ABSENT: Andy Williams

MEMBERS EXCUSED: Tom Deidrick

OTHERS PRESENT: Cheryl Renier-Wigg, Robyn Hallet, Stephanie Schmutzer, Pat Leifker, Matt Roberts, and Mackenzie Reed-Kadow

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 19, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the minutes from the September 19, 2016, Brown County Housing Authority meeting. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated September 28, 2016, regarding provisions of the Housing Opportunity Through Modernization Act of 2016 which are effective immediately.

R. Hallet explained the letter from HUD was regarding the Housing Options Through Modernization Act, referred to as HOTMA. She explained that there are five provisions which are immediately affective, of which only two apply to BCHA. Those two are the Reasonable Accommodation Payment Standard and the Establishment of Fair Market Rent (FMR). In regards to the Reasonable Accommodation Payment Standard, this is something that HUD had provided for temporarily earlier and BCHA had adopted it at that time, so it is not new for the BCHA. The second change affecting us is in regards to the FMRs. This provision changes how HUD publishes the FMRs and allows for a comment period before they become effective. Also this provision allows for PHAs to adopt a local provision that their Voucher Payment Standard (VPS) would not decrease as a result of a decrease in FMR. Upon discussion with ICS staff, R. Hallet feels we would not want to adopt this provision at this time.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications

- P. Leifker reported that for the month of September there were 176 preliminary applications received.

- B. Unit Count

- The unit count for the month of September was 3,089.

- C. Housing Assistance Payments Expenses

- The HAP expenses totaled \$1,285,903.

- D. Housing Quality Standard Inspection Compliance

There were a total of 341 inspections, of which 166 passed the initial inspection, 58 passed the reevaluation, 74 resulted in a fail, and 43 were no shows.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
No report provided
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
M. Reed-Kadow reported there were 87 participants in the FSS program. Of that number, 51 participants were at level one, 16 were at level two, ten were at level three, and ten were at level four. There were three new contracts established, one graduate, 37 open escrow accounts, and 51 homeownership clients.

M. Reed-Kadow relayed a success story of one of the participants who is working hard at completing her goals. She is working toward homeownership and is on track to graduate from FSS within two years. At this point she has over \$12,000 in escrow, and it is likely that by the time she graduates she will have the largest escrow payout in the history of BCHA's FSS program.
- G. VASH Reports (new VASH and active VASH)
P. Leifker reported that there was one new VASH client for the month of September and there were 26 active participants in the VASH program.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For the month of September there were two new investigations assigned, zero previous investigations were closed, and three remain active. There were 191 new applications processed, all of which were approved. P. Leifker then displayed the charts of the initial applications for September broken down by municipality, showing the greatest number of applications from residents of Green Bay. Fraud investigation by municipality was similar with the majority occurring in Green Bay, followed by De Pere.
- I. Quarterly Langan Denials report
No denials to report
- J. Quarterly Active Cases Breakdown
P. Leifker explained 52 percent of HCV participants have a head of household that is elderly or disabled, 37 percent the head of household is not elderly or disabled but has earned income, eight percent the head of household is not elderly or disabled, does not have earned income, but has dependents in the household and three percent is not elderly or disabled and does not have earned income or dependents.
- K. Quarterly End of Participation
P. Leifker explained there were 94 total terminations in this quarter of 2016. The top three reasons for termination were violation of family obligations for the program, voluntary termination, and deceased.
- L. Quarterly Customer Service Satisfaction
L. DeGrave explained 84 percent of customers rated the services of ICS as excellent, 12 percent rated very good, three percent rated at good, zero percent rated it fair, and one percent rated it poor.

OLD BUSINESS:

- 4. Discussion and possible action regarding BCHA loan on property at 1239 St. Clair Street in Green Bay, WI.

R. Hallet explained that Attorney Hooker from Corporate Counsel stated that she made the referral to the Sheriff's Department as previously discussed, but has not yet heard back, so she had no updates to provide for this meeting and therefore no need to attend. Attorney Hooker suspects that this may not be a high priority for the Sheriff's Department nor are they familiar with it since no such cases have been referred to them previously by the BCHA.

R. Hallet explained that she did reach out to the family and got some information. She stated that she explained to them that although the lien expired, the note is still in effect and therefore they owe the money back. The family did not agree and would prefer this be handled further by our lawyers. The family explained that the title company ran the search three times and did not find a lien. R. Hallet explained that it is clear the family was not intentionally trying to defraud the BCHA. Furthermore, she asked the family why the home was sold for so far under fair market value, and she learned it was not. She explained that although the Brown County Land Records indicate the home is valued at \$82,000 information from the City Assessor's Office shows it's valued at about \$57,000. When R. Hallet asked the family why it was still only sold for \$33,000, they explained that this is the amount recommended by their realtor who did comparables to other homes sold in their neighborhood. R. Hallet conferred with a licensed realtor on staff with the City who also pulled some comparables which justified the sale for \$33,000. The family received proceeds from the home sale, but they used it to pay off a home equity line of credit and credit card bills from home improvements; the rest they had to spend down because the former homeowner is on Social Security which has an asset limit of \$2,000. They therefore have no money remaining from which to repay the BCHA.

R. Hallet explained that she and C. Renier-Wigg discussed and agreed to recommend that the BCHA write off this loss. Continuing to go after the family for the loan would result in more staff time and legal costs as well as reflect poorly on the BCHA because it could be viewed as partially the BCHA's fault for not knowing that loans need to be re-recorded after 30 years. C. Renier-Wigg added that this money did serve a purpose of helping to improve the home and kept the family in the home longer; further, with this loan program there is always a risk of not getting repayment from all the loans.

C. Renier-Wigg stated that the City is also facing this same issue with the loans they have provided.

A. Nicholson asked what options we have. C. Renier-Wigg explained that if they don't want to write it off, another option would be to file a small claims action against the family and get a judgement. Likely what will happen is that when the former homeowner passes away, the BCHA may get some proceeds but it would likely be no more than \$2,000 since she cannot have more than \$2,000 in assets. C. Renier-Wigg asked S. Schmutzer what the maximum amount that can be sought through a small claims action, to which S. Schmutzer replied that it is \$10,000. This loan was for \$11,000, so we could get a judgement for close to the full loan amount.

A. Nicholson expressed disagreement with writing this off. He questioned who should have been watching for this kind of thing but wasn't. R. Hallet explained that it was simply an oversight, no one was aware that inactive mortgages expire after 30 years. A. Nicholson asked whose responsibility that would be to monitor for regulations like this. R. Hallet explained that because it is based on Wisconsin law, and since Corporate Counsel acts as the BCHA's legal counsel, it would be their responsibility, but they too were unaware of this law. He expressed that Corporate Counsel should be keeping us up-dated about law changes that affect us and should be held accountable. A. Hartman inquired if A. Nicholson is recommending that this be addressed with Corporation Counsel. He agreed that he would like them to attend the next meeting to discuss what and when changes have been made and how they will keep us updated on such changes we need to be aware of.

A motion was made by A. Nicholson and seconded by C. Goddard that the BCHA take small claims action against the family. Motion carried.

NEW BUSINESS:

5. Consideration with possible action on 2017 Fair Market Rents and Voucher Payment Standards

P. Leifker explained that the VPS are used to determine the subsidy that HCV participants qualify for. The VPS must be within the basic range of 90-110 percent of the FMR. The FMRs all decreased slightly this year, with the exception of the FMR for one bedroom. Staff is proposing to keep the VPSs the same as last year, which slightly increases their percentage of the FMR, but they are all still within the basic range that is required.

A. motion made by C. Goddard and seconded by A. Nicholson to approve the VPSs as proposed. Motion carried.

6. Consideration with possible action on an amendment to the BCHA Bylaws regarding the Order of Business and Manner of Voting.

R. Hallet explained that she and C. Renier-Wigg reviewed the BCHA agenda format and decided to make some changes to the agenda headings. However, since the agenda headings are governed by the bylaws, the change to the agenda means a change to the Order of Business in the bylaws is needed. She explained that the heading Reports of the Secretary at some point morphed into Staff Reports, which we are now renaming Administrator's Report and combining with Informational.

R. Hallet further explained that while reviewing this section of the bylaws she noticed that the next section, Manner of Voting, was also outdated. It stated that matters would be decided by roll call vote, but in practice this hasn't been done nor do any other committees vote in this manner, therefore she has proposed a rewording to reflect the actual practice of voice vote and added that upon request of a commissioner, the yeas and nays would be recorded.

R. Hallet also explained that a new addition for the agenda packet that staff would like to try is the coversheets, which are present in this month's packet. Several commissioners expressed they like the addition. R. Hallet stated that if the Commissioners found them beneficial, the staff will continue to provide them. If at any point the Commissioners decide the cover sheets are not adding value, staff should be notified because they do take some time to prepare, but as long as they are beneficial, it is worth the time.

Finally, R. Hallet explained that if there is any other changes Commissioners may like to see to the agenda packets, now would be a good time to discuss it. She asked if there were any monthly or quarterly reports that they didn't find beneficial or any additional reports they would like to see. She also asked if they are satisfied with the financials reports and bills. All Commissioners expressed that they are satisfied with the existing reports; they feel the reports provide important information that the Commissioners should know. They did not have any additional reports to suggest at this time. R. Hallet stated that if they ever would like anything additional in the future, they should feel welcomed to bring it up and staff will assess if the information is something that is readily accessible to provide.

A motion made by C. Goddard and seconded by A. Nicholson to approve the amendment to the BCHA Bylaws regarding the Order of Business and Manner of Voting. Motion carried.

7. Consideration with possible action regarding the suggestion from a member of the public that contact information for BCHA Commissioners be available online.

R. Hallet explained that this item was discussed at the August 15, 2016, meeting when R. Miller suggested that the Commissioners publish their contact information on the County website. At that time the Authority requested staff research what other Committees of Brown County do. A summary was provided to the Commissioners. R. Hallet explained that Brown County Committees only indicate if there is a County Supervisor on the board, they do not list the names of all the Commissioners or their contact information. R. Hallet stated that on the BCHA website all of the Commissioner's names are listed, but not their contact information. R. Hallet stated that she would recommend leaving the website as is, and not adding the commissioners contact information.

A. Hartman stated that she believes that R. Miller's concern was that if he has an issue he only knows her contact information, and may sometimes want to speak to another Commissioner. A. Hartman stated that she would not be opposed to her email address being listed on the website, but questioned if it would be easier for people to contact her by email or by phone.

C. Goddard also stated that he is not opposed to putting his information on the website. A. Hartman agreed, stating that the Commissioners are who the public would go to if they were not satisfied with ICS or R. Hallet's response to an issue. C. Renier-Wigg stated that if there is a problem, that problem should be brought to the board and not to Commissioners individually.

R. Hallet explained that when this was discussed at the August meeting the Commissioners agreed it may be best to have consistency with how other Brown Count Committees handle their Commissioner's information. C. Renier-Wigg stated that she believes all Committees should list the names of the Commissioners. C. Goddard agreed stated that more transparency is better than less.

A motion made by C. Goddard and seconded by A. Nicholson to table the item for one month until staff had a chance to talk to the Commissioners not present at the meeting. Motioned carried.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer explained that the bills look slightly longer than normal because of the way they were printed, but there were not any additional bills than normal.

A motion made by A. Nicholson and seconded by C. Goddard to approve and place on file. Motion carried.

9. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer explained that it is getting close to the end of the year so things will begin to wrap up soon. She stated that the audit was finished last month, and things are looking good.

A motion made by A. Nicholson and seconded by C. Goddard to approve and place on file. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Status and number of outstanding BCHA loans to be re-recorded.

S. Schmutzer stated that A. Nicholson requested this information at the September meeting. She stated that 38 loans have been identified as reaching or will soon reach the 30 year status. The total dollar amount of those loans is \$620,943.28. She stated the process has been started to re-record the loans. C. Renier-Wigg questioned if the loans all have to be re-recorded individually. S. Schmutzer stated that each one must be done individually.

A. Nicholson questioned if this item needed to be brought up at future meetings. S. Schmutzer stated that decision is up to the Commissioners. A. Hartman stated that she would like to be notified when the re-recording is finished. S. Schmutzer stated she will report back to the Authority when the re-recording is done.

11. Review of Ethics section of Lead the Way training.

The Authority reviewed the quiz questions from the Ethics section of Lead the Way training.

12. Summary of statutory changes to Housing Choice Voucher Program due to the Housing Opportunity Through Modernization Act of 2016.

R. Hallet explained this item is related to item number two. She stated that five of the provisions are effective immediately and the rest will come into play after HUD has established regulations. She stated that it may take 18 months before the provisions are put into place, but it was recommended that Commissioners become aware of what the provisions entail.

R. Hallet stated that one of the big changes is in regards to recertification of the income of the participants of the HCV program. One change is that reviews will no longer be done every year for clients who are on a fixed income; they will instead be done every three years. Another big change is in regards to the interim reviews. Currently if a client has any decrease in income, they have the right to report it and an interim review must be done to decrease their rent. This change is saying that an interim review will only be done if there is a decrease in their income of ten percent or more. A change was also made in regards to increases in income. This change will state that no interim review will be done for an income increase unless it was preceded by a decrease. R. Hallet also stated that the income that is being counted is also going to change. Currently HUD requires that the client's income be projected for the coming year. The change will be that for initial reviews and interim reviews the client's current income will be used. Annual reviews will use the client's prior year income. R. Hallet stated that another change will be in regards to the dependency deduction. The deduction will now be able to change based on inflation in \$25 increments. She stated that this will also be true for elderly and disabled deductions as the deduction is increasing, but will also have the potential to change.

R. Hallet stated another big change is in regards to medical or other deductions. Currently if elderly or disabled residents have medical expenses in excess of three percent of their income they can get a deduction on their rent. That percentage will be changing to ten percent. R. Hallet explained that Congress is requesting that HUD do a study to see how these changes affect the elderly and disabled population. If the study shows that it will be a dramatic affect HUD may request that Congress remove that provision and keep it at three percent. There will also be a new deduction to allow expenses for veterans who need aid or assistance, but this provision has not yet been further defined by HUD.

R. Hallet explained that there will also be a large change concerning assets. She stated that currently if residents have assets of \$5000 or more, the interest earned on those assets is the greater of their actual interest earned or the imputed interest. With the change the threshold will be increased to \$50,000. She added that if the resident has less than \$50,000 worth of assets verification can be done by self-certification. R. Hallet explained that this new provision will also allow the BCHA to cross share income verification with other agencies. The BCHA will also be given the discretionary ability to limit assets to \$100,000 or less. If residents have more than \$100,000 in assets BCHA would have the authority to terminate that resident from the program. Furthermore, any families who own livable property would be ineligible for assistance. She added that the family authorization form which currently expires after 15 months after being signed would no longer expire.

Under the new provisions PHAs would have the ability to apply for emergency shelter grants. She explained that there are changes being made to the Housing Quality Standards Inspections. If the BCHA wanted they would be able to do an initial inspection that just looks into life threatening defects, and if the property passes that inspection assistance could be provided to the family immediately after. This provision would give landlords 24 hours to fix life threatening defects and 60 days to fix non-life threatening defects.

A. Hartman questioned if the landlord did not get the defects fixed in the amount of time provided would the tenant then have to vacate the property. R. Hallet stated that if the defects were not fixed, the tenant would not be required to leave; but, the Housing Assistance Payment (HAP) would have not been paid. This provision would protect tenants from eviction if the HAP stops due to a failed inspection.

Another provision in regards to inspections is if there was another inspection that has inspection criteria as strict as or stricter than the HQS inspections done within the past 24 months that inspection could be used if this provision is included in the Administrative Plan. BCHA may also allow occupancy before the HQS inspection and would be allowed to make the HAP payments retroactive to the beginning of the lease term.

R. Hallet explained that there are several changes being made to project based vouchers. These changes include allowing for project basing additional vouchers beyond what BHCA can currently do if they are for homeless veterans, elderly, disabled, or in areas where vouchers are difficult to use. Also project basing is currently maxed at 25 percent of units in any particular development unless they are an exempt unit. That will be changing to the greater of 25 percent or 25 units. Another change is that the provisions will eliminate the ability to have multiple single family homes on non-contiguous properties in one contract. She explained that this will be affecting BCHA as Neighborworks® has two contracts with BCHA for single family homes that are scattered and not on contiguous sites. She stated that all of NeighborWorks® project based units has previously been retained through three different contracts, but with this provision it will now require BCHA to have approximately 39 different contracts with Neighborworks®. Another change is in regards to contract extensions: currently contracts can be extended for up to 15 years; this will be changing so contracts can be extended for up to 20 years. It will also allow for additional units to be added to a contract at any time.

A. Hartman questioned what provision R. Hallet believed would affect BCHA the most. R. Hallet stated that she believes recertification of income will affect the tenants the most. She added that this provision has the potential to affect most or all of the tenants and will affect the dollar amounts that they pay toward their rent.

13. Update on status of RFP for Project Based VASH Vouchers.

R. Hallet explained that the RFP has been published and the questions were due on Wednesday October 12th, but no questions were received. She added that the proposals must be in by November 10th and a panel will review them and they will be brought to the Authority for award on November 21st. R. Hallet explained that S. Schmutzer, C. Renier-Wigg, and herself will be part of the panel and extended an invitation for any of the Authority members to be included on the panel.

14. Date of next meeting: November 21, 2016.

A motion was made by A. Nicholson and seconded by C. Goddard to adjourn the meeting. Motion carried. Meeting adjourned at 4:34 pm.

MW: RAH

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, November 10, 2016 in Room 365 of the Community Treatment Center – 3165 Gershwin Drive Green Bay, WI

Present: Chairman Tom Lund
Carole Andrews, Craig Huxford, Jesse Brunette, Susan Hyland, Paula Laundrie,
JoAnn Grashberger

Excused: Aaron Linssen, Bill Clancy

Also

Present: Erik Pritzl, Executive Director
Nancy Fennema, Deputy Director
Eric Johnson, Finance Manager
Luke Schubert, Hospital & Nursing Home Administrator

1. **Call Meeting to Order:**
The meeting was called to order by Chairman Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
GRASCHBERGER / LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of October 13, 2016 Human Services Board Meeting:**

HYLAND / HUXFORD moved to approve the minutes dated October 13, 2016.
The motion was passed unanimously.
4. **Executive Director's Report:**

Executive Director Pritzl handed out his report (attached).

Citizen Board Member Jesse Brunette entered at 5:18.

Q: Citizen Board Member Laundrie asked why the average amount of law enforcement time per crisis contact was high for August.

A: Executive Director Pritzl that there were most likely more complicated cases, some that were possibly substance abuse related. If there is a complex medical issue that needs medical clearance, law enforcement stays with the individual the entire time.

Q: Citizen Board Member Laundrie asked if there are more crisis calls during the day or evening hours.

A: Executive Director Pritzl that the Crisis Center does track that data and from what he recalls, there were a lot of daytime calls which was somewhat surprising.

LAUNDRIE / ANDREWS moved to receive and place on file.
Motion was carried unanimously.

5. Continued Discussion re: Barbara Bauer Award:

Kara Navin had emailed out the board members criteria for this award. Joann Grascberger suggested that they nominate Helen Smits who was on the Human Services Board for a long time, was a mental health nurse and taught at NWTC. Joann will get a hold of Helen and her and Paula will meet with her. They will report back next month to the board.

6. CTC Administrator Report including NPC Monthly Report & QAPI Summary Report:

The reports were included in the agenda. Schubert highlighted some key items in the reports.

Q: Citizen Board Member Laundrie asked if grievances get shared with other agencies that are involved (i.e. the sheriff's department).

A: Administrator Schubert stated they do share the information as long as they have patient consent.

Schubert stated that they included a lot of data in the packet but in the future will report summary of the focus areas.

HUXFORD / BRUNETTE moved to receive and place on file.
Motion was carried unanimously.

7. Financial Report for Community Treatment Center and Community Programs:

A financial summary was included in the board agenda. Financial Manager Eric Johnson went through the numbers and highlighted that the average census increased for both the CBRF and the hospital.

Executive Director Pritzl stated that the county board of supervisors asked what is happening with the remaining money in the budget that was put in for the mental health initiatives. Pritzl stated there was a planned usage of fund balance for 2016 and the county board will need to determine how to handle the needed funds at the end of the year.

Q: Chairman Lund asked if our 2017 budget is supposed to be a bottom lined budget.

A: Executive Director Pritzl stated that all mental health initiatives will be operational and funds will be directly applied in the beginning (i.e. family care payment) so we do plan to have a balanced budget.

GRASCHBERGER / ANDREWS moved to receive and place on file.
Motion was carried unanimously.

8. Statistical Reports:

Please refer to the packet which includes this information.

LAUNDRIE / HYLAND moved to receive items 8 a-c and place on file.

9. Approval for New Non-Continuous Provider & New Provider Contract:

Please refer to the packet which includes this information.

Q: Citizen Board Member Laundrie asked if we are increasing our services to children as she is seeing providers listed she hasn't noticed before (i.e. better days mentoring, expressive therapies, etc.).

A: Fennema stated that our Contracts Manager, Molly Hillmann, prepared a better report for the board giving better information. It also could be that we are adding additional services to our CCS (Comprehensive Community Services) program.

ANDREWS / LAUNDRIE moved to receive item 9 and place on file.
Motion was carried unanimously.

10. Other Matters:

Next Meeting: Thursday, December 8, 2016
5:15 p.m. – Sophie Beaumont, Board Room A

11. Adjourn Business Meeting:

LAUNDRIE / HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:57 p.m.

Respectfully Submitted,

Kara Navin
Office Manager

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Erik Pritzl Executive Director

To: Human Services Board
Human Services Committee

From: Erik Pritzl, Executive Director

Date: November 10, 2016

Re: Executive Director's Report

Activities since the last time the Human Services Board and Committee are summarized below by the primary division area of the department.

Community Programs

Behavioral Health

Mental Health Initiatives Updates:

- The Day Report Center is expected to be operating beginning November 14, 2016. Family Services staff members have provided information and received feedback through two meetings with Court staff, and have met with classification staff at the Brown County Jail. Family Services staff members have been able to use program tools and templates from their work in other counties where they have provided this service.
- Mobile Crisis Expansion was approved previously, and the contracted provider, Family Services, has filled all positions. June through October performance information is as follows:

Measure:	June	July	August	Sept	Oct
Number of In person mobile assessments.	75	91	80	103	88
Duration (minutes) of in person mobile crisis assessments.	83	58	74	58	75
Average response time (minutes) for mobile calls. Response time less than 30 minutes (80% benchmark).	87%	88%	81%	72%	88%
Average amount of law enforcement time (hours) per crisis contact--GBPD			14.7	6.1	5.2
Number of diversion stays (days).	10	11	21	18	23
Duration (days) of diversion stays.	42	51	67	76	63

- Residential treatment has been through the required approvals for the service. Staff members have been identifying people who are candidates for residential treatment through the assessment process including using the Uniform Placement Criteria required by the Department of Health Services. This service was just approved as part



of the expansion in October, we don't have information regarding placements and retention in treatment at this time.

- Detoxification services for incapacitated individuals have been provided, with some people choosing to transition to Bay Haven to participate in further assessment. We have received billing information for nineteen days of service for nine individuals. In addition, the Green Bay Police Department has reported that eighteen people have been taken to Bellin for alcohol incapacitation holds. There will be process review meetings in November to identify challenges and improvements.

Children, Youth and Families (CYF)

Child Protection—Kid Stat Performance Standards

Child Protective Services has a number of metrics that are tracked at the State level, and of particular importance because Brown County is a “driver” county due to size. There are eight driver counties in Wisconsin. The latest report showed that Brown County CPS staff members have met standards in the following measures:

- Few overdue Initial Assessments (2nd lowest in the State, and 20% below the State average)
- Met the benchmark for Caseworker Contact timeliness (1 of 7 driver counties)
- Met the benchmark for Legal Permanence (1 of 4 driver counties) for children in care for 12 months
- Met the benchmark for Legal Permanence (1 of 7 driver counties) for children in care for 24 months
- Met the benchmark for re-entry into care (only driver county)

The only measure reported that was not met related to placement stability (1 of 6 counties.)

This performance represents significant efforts on the part of Child Protection staff to improve the safety, permanency and well-being of children.

Secure Detention Changes:

A workgroup has been meeting with staff from Shelter Care, Juvenile Justice and Child Protective Services to be proactive in planning for youth, and develop strategies to address capacity issues should these arise. Staff members have identified secure detention facilities in other counties to utilize if needed. A positive development is collaboration between different program areas (Child Protection and Juvenile Justice) around on-call services and best practices.

Community Treatment Center

The utilization of the units of the Community Treatment Center continues to be higher than 2015:

- The Nicolet Psychiatric Center unit has seen a continued increase in the average daily population to 12.1 for the year, with October's utilization at 13.1. We continue to see higher utilization by Brown County residents compared to other counties in 2016 (78%)

vs. 2015 (70 %.) There has been a decrease in the utilization of Winnebago Mental Health Institute.

- The Bay Haven CBRF unit had an average daily population of 5.5 in October, bringing the year to date average daily population to 4.4 which is over the budgeted average of 3.6. The department continues to evaluate other options for Bay Haven.

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, November 14, 2016 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Terri Trantow, Tim Sieber and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:32PM.
2. **APPROVE/MODIFY AGNEDA**
Motion made by Tom Sieber and seconded by Bernie Erickson to approve the agenda.
Vote taken. MOTION APPROVED UNANIMOUSLY.
3. **Museum Director Report.** Museum Director Lemke informed the Board that an offer was made, accepted and the Neville's Guest Services Coordinator would be starting Monday, November 28, 2016. Museum Director Lemke reported that the pump for *Glacial Edge* stopped working at the end of the run season and needed to be replaced. The replacement cost was over \$750.00 plus supplies. Brown County Facility staff will install the new pump in the spring of 2017 prior to the start of the run.

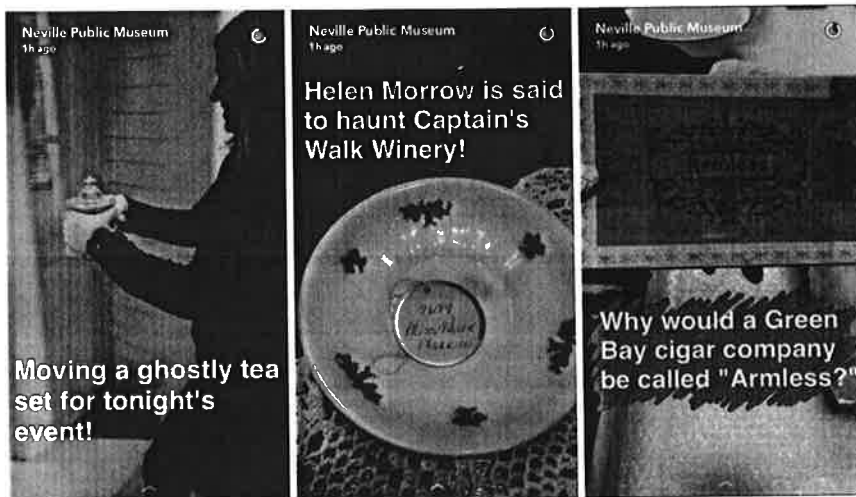
Regarding the **Visitor Experience and Architectural Exhibition Master Plan** work commenced at the beginning of May. Museum Director Lemke turned in data two weeks off schedule in September. In addition, due to a medical emergency with the vendor the final report is delayed and likely could be in hand by the end of 2016 or possibly early 2017. The Neville Team is pleased with the communication, draft samples and vendor work to date. Both parties are committed to the creation of the best product possible and communicating weekly on the project status.

Museum Director Lemke updated the Board on all things holiday happening at the Neville. This includes Holiday Memories exhibit instillation/member reception, outreach participation in the Downtown Green Bay Parade and Connect Inc. Christmas Tree Jubilee decoration of *The Neville Icicle Age* tree, and the instillation of *EQUATE: Green Bay Public Schools Celebrating the Arts*.

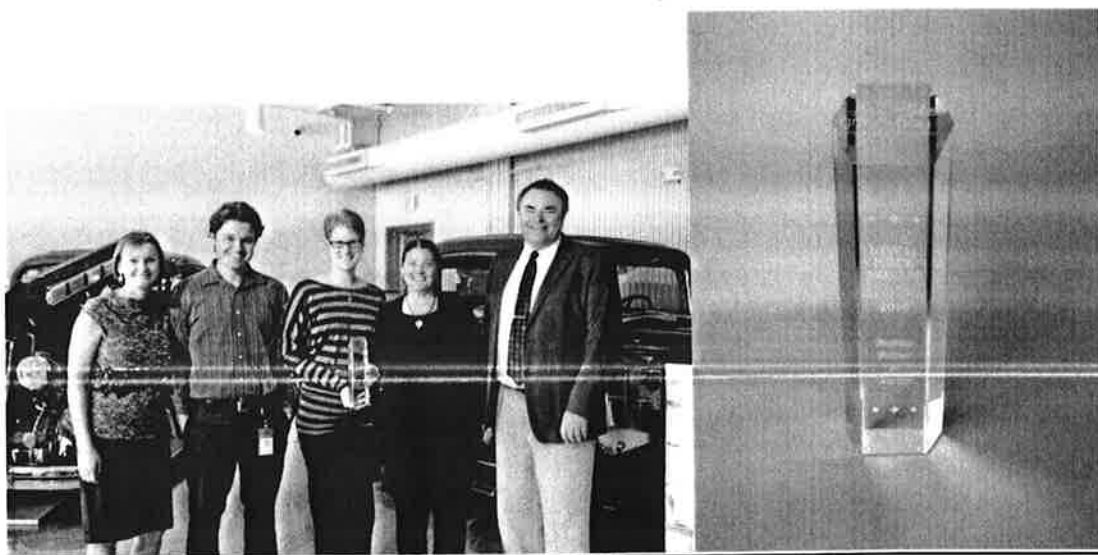
EQUATE features 5th grade vocalists from Aldo Leopold, Doty, Howe, Langlade, Nicolet, Sullivan and Webster Elementary schools; choirs, orchestra and band performances from Washington and Aldo Leopold Middle Schools and East High School. This year, the East strand is combining music and art to have a special "splash" of celebrating the arts. Following the November 22, 2016 *EQUATE* free and open to the public event at the KI Center the art show that all the above schools participate in representing about 300 pieces of student artwork will be on display at the Neville Public Museum. (November 25-January 8, 2017)

Museum Director Lemke shared the social media success story of October highlighting the Neville's use of Snap Chat as a platform to generate interest in a public program titled *Morbid Curiosities*. *Morbid Curiosities* was so successful session times were added and in turn sold out.

10/19/2016	Moving a ghostly tea set for tonight's event	48	40	Wednesday	10:00
	Helen Morrow is said to haunt Captain's Walk Winery	48	35	Wednesday	10:00
	Why would a Green Bay cigar company be called armless?	47	32	Wednesday	10:10
	Here's a clue! Check back for the answers tomorrow	47	31	Wednesday	10:10
	Can you guess what this necklace is made of?	47	30	Wednesday	10:10
20-Oct	GB man, C. Johnson opened Armless after losing his arms in a trainwreck	40	32	Thursday	10:30
Date	Photo	Snap Views	Insta Views	Day of Week	Time



Last and most significantly the Neville Public Museum of Brown County was awarded the 2016 Greater Green Bay Convention and Visitor Bureau award for Tourism Partner of the Year.



Congratulations was shared and much discussion ensued; staff was directed to review the daily utility usage, continue monitoring expenses and thanked for outreach efforts.

4. Museum Deputy Director Report. Deputy Director Cullen updated the Board about a collaborative project with Public Works, Planning and Land Services and the Wisconsin State Archaeologist. Deputy Director Cullen will be performing a GPR (ground penetrating radar) survey, analysis and report for a portion of Brown County owned land to attempt to assist in establishing boundaries of an unmarked, documented state archaeology cemetery site using noninvasive technology.

Discussion ensued; staff was directed to continue to update the Board on the process of the collaborative projects.

5. Such other matters as authorized by law:

Supervisor Erickson shared the success of Elected Official Day that he and Supervisor Sieber presented at Bay Port High School. He thanked museum staff for providing admission passes, brochures and temporary tattoos for the student participants. Supervisor Erickson also invited museum staff and the board to the December Veterans' Recognition Subcommittee held at the airport. The Airport and Subcommittee are planning a special presentation of an Austin Straubel Airport Display which included Neville historic images.

Next meeting of the Neville Public Museum Governing Board will be Monday, December 12, 2016 at 4:30pm.

6. Adjournment. Chairman Kuehn called the meeting to an end at 5:14 PM.
Motion made by Tom Sieber and seconded by Bernie Erickson to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.